

**CLASS TITLE: HEALTH SERVICES REGULATION
LICENSING AIDE I**

**Class Code: 02464300
Pay Grade: 14A
EO: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for reviewing and processing applications for licensure in health related professions occupations and businesses; to be responsible for maintenance of records on both manual and computerized systems relating to licensure; to interact with the public on an on-going basis; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior in accordance with defined policies and procedures and with some latitude for discretionary decisions; work is generally in final form when completed and is subject to review for conformity with established procedures.

SUPERVISION EXERCISED: Generally none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In an assigned work area, to be responsible for reviewing and processing applications for health related professions, occupations and businesses, licenses, registrations, certifications and renewals by the use of both manual and computerized systems.

To receive and process applicable fees pertaining to licensure transactions.

To provide the public with accurate and detailed information on the qualifications and requirements for licensure in regulated professions.

To verify documentation for interstate certification under reciprocal licensing agreements.

To process purchases orders, requisitions and related documents and to maintain appropriate records.

To be responsible on a regular basis for the preparation of licenses and other sensitive documents requiring documents requiring auditing control.

To interact with the public both in person and by telephone on an on-going basis.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A working knowledge of the applicable statutes, rules and regulations pertaining to the licensure of health service providers; the ability to apply such knowledge in the context of a computerized licensing system including the preparation of required documentation and the operation of data entry and/or word processing terminals and related peripherals; a working knowledge of modern office practices, procedures and equipment; a working knowledge of business english, spelling, and arithmetic; the ability to operate routine office machines; the ability to work independently on difficult tasks; the ability to maintain confidentiality of records and information dealt with in the course of employment; the ability to interact courteously with the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in typing and business practices; and

Experience: Such as may have been gained through: employment in a clerical or related position involving the exercise of independent judgement in the processing of various transactions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3/15/03